

**CONFIDENTIAL**

1 December 1967

**MEMORANDUM FOR THE RECORD****SUBJECT:** ADP in the Map Library Division, Office of Basic and Geographic Intelligence**PRESENT:** 25X1A**OBJECTIVE:**

To discuss on 21 November 1967 the role of ADP in the Map Library Division, OBG

**DISCUSSION:**

1. The adoption of machine methods was initiated in MLD/BGI in 1965. It is centered in the Processing Branch and involves a cataloging technique that provides input into a machine processing system. Cataloging information is compiled on a Map Transcript Sheet which is sent to the MD/CRS. The information is transferred to a punch card from which the final 3"x5" Map Catalog Card is made. From these same punched cards, a magnetic tape is produced for the biweekly Acquisitions List. This latter step has been introduced recently and has proved to be most effective. One basic advantage of the MLD/BGI system is the fact that the catalog cards and the Lists contain readable "English" to a maximum degree.

2. A microfilm program which was started in 1965 has not proved to be effective and was discontinued within the past year.

**CONFIDENTIAL**

**CONFIDENTIAL**

3. Another report to emerge from automation is the Index of Map Publishers. This will be updated periodically. This report is used primarily by the Procurement and Cataloging Branches, MLD/BGI.

4. A fourth automated product is the Cataloging Area Code. This rarely needs updating, only occasionally as countries change with new province numbers. It also is used in-house.


CONCLUSION AND FUTURE PLANS:

1. Current plans are to continue cataloging onto tape all newly received materials and complete converting the backlog prior to 1965 as soon as possible.

2. Once on tape (computer bank) it will be possible to update a book catalog periodically, thus providing the latest holdings to the branch library units or any other potential customers. Selected areas/topics could also be recalled. By this technique, tedious card filing would be eliminated, at least in the branch units.

3. Automating the card file of atlas and gazetteer collection, although not now practical, will be studied for future potential.

25X1A

  
Deputy Director  
Basic and Geographic Intelligence

Distribution:

1 - each attendee

2 - OD/BGI

OD/OBGI:  :mjc/2633(1 Dec 67)

25X1A

**CONFIDENTIAL**